

DRAFT

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, JULY 1, 2008
7:30 p.m.**

Mayor Ray Ewing called the meeting to order at 7:30 p.m. He introduced Boy Scout Devon Davis who was in attendance and asked him to lead the Pledge of Allegiance.

Vice Mayor Shull gave the invocation.

Roll call showed the following present:

Vice Mayor Shull, Council member Ron Bowers, Council member Linden A. Fravel Jr., Council member James Harter. Council member Michael Grim and Council member Joseph W. Hollis were absent.

Staff present: Mike Kehoe, Town Administrator; Brian Henshaw, Town Planner; Kathy Monk, Town Treasurer; Dianne MacMillan, Town Clerk; Charles Bockey, Jr., Chief of Police.

Others present: Devon Davis, BSA; Donald Price, CPA;

ACTION AGENDA

Council member Fravel moved to adopt the action agenda as presented and the motion passed.

PUBLIC COMMENTS

Mr. Dennis Clem addressed Council regarding the upcoming Cruise In scheduled for July 19. He said it would be the twelfth year for the festival. He discussed the schedule of events and said several activities were designed to tie into the town's 250th Anniversary celebration including a design on the t-shirt. He said there were plans to bury a specially made time capsule to be opened in fifty years directly behind the Newtown Commons sign with various items to include personal messages from the Mayor, Town Council and Frederick County Supervisors. He reported that any money made would be given to the town for the parks. Mayor Ewing said there seemed to be a good line up and Mr. Clem said a lot of work had gone into the planning.

MINUTES – June 3, 2008 Regular Meeting and June 12, 2008 Special Meeting.

Vice Mayor Shull moved to approve the minutes of June 3, 2008 as presented and the motion carried by the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

DRAFT

Council member Harter moved to approve the minutes of the Special Meeting June 12, 2008 as presented and the motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

TREASURER'S REPORT

The Mayor asked for questions or comments on the Treasurer's report and there were none. The Treasurer's report was accepted as presented.

POLICE REPORT

Mayor Ewing said the police report had been distributed and asked for any questions or comments. There being none, the police report was accepted as presented.

ACTION AGENDA

A. Chapter 17, Sec 17-140 Parks & Recreation Commission Amended

Mayor Ewing said this change was reviewed by the Administrative Committee and recommended to Council for approval. He said it was amended to eliminate the Sherando student as a member which seemed unworkable and eliminate the coordinator position.

An Ordinance to amend Chapter 17, Sec. 17-140 of the Town Code, Parks and Recreation Commission

Mayor Ewing asked that the Clerk read the ordinance by title only for the first reading. The Clerk read "Amend Chapter 17, Section 17-140, Parks and Recreation Commission". Vice Mayor Shull moved that the Council of the Town of Stephens City adopt the amendment to Chapter 17 and the motion passed.

Mayor Ewing asked that the Clerk read the ordinance by title only for the second and final reading. The Clerk read "Amend Chapter 17, Section 17-140, Parks and Recreation Commission". Council Member Fravel moved that the Council of the Town of Stephens City adopt the amendment to Chapter 17 and the motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

DRAFT

B. Appointment of Town Officers

Mayor Ewing said with the first meeting of the new Council required the appointment of the town officers: Town Manager, Mike Kehoe; Town Engineer, Tim Stowe; Town Attorney, David Griffin; Town Sergeant, Charles Bockey; Town Treasurer, Kathy Monk and Town Clerk, Dianne MacMillan were unchanged. Council member Bowers moved that the officers be reappointed for the term of the Council. The motion passed with the following vote.

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

C. Appointment of Town Council Standing Committees

Mayor Ewing said the standing committees had been changed very little and the duties and responsibilities were the same. Council member Fravel moved that the Council approve the standing committee appointments (Council member Fravel appointed to the Public Works Committee, replacing Council member Bowers) and the duties and responsibilities as unchanged. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

D. Appointments to Planning Commission

Mayor Ewing said the appointments were distributed to the Council for consideration. Council member Fravel moved the following: Reappoint Robert Wells and Martha Dilg to four year terms to expire 6/30/2012; appoint Jesse Fox to a four year terms to expire 2012; and appoint Susan Boyd to fill the unexpired term of Dana Pitts to expire 6/30/2010. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

DRAFT

E. Appointments to Historic Preservation Commission

Mayor Ewing noted that that Jesse Fox was appointed to the Planning Commission which left a vacancy on the Historic Preservation Commission. He said that Jeannette Ewing had been recommended to fill this term. Vice Mayor Shull moved that Jeannette Ewing be appointed to the Historic Preservation Commission to fill the unexpired term of Jesse Fox to expire on 6/30/2011. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

F. Appointments of Liaisons to Commissions

Mayor Ewing advised that the liaisons be appointed as noted in the agenda packet. Council member Bowers moved that the Council appoint Linden A. Fravel, Jr., as liaison to the Planning Commission from Town Council; Jesse Fox as liaison to the Historic Preservation Commission from the Planning Commission; and Brian Henshaw, Town Planner, as liaison to the Frederick County Transportation Committee. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

G. Appointments to Parks and Recreation Commission

Mayor Ewing stated that with the changes to the Parks and Recreation Ordinance, Council needed to appointment members to the Commission. He said the following citizens had agreed to serve on the commission: Ron Bowers – term to expire 6/30/2010; Lewis Boyer – term to expire 6/30/2012; Dennis Clem – term to expire 6/30/2011; Chris Hehr – term to expire 6/30/10, leaving one vacancy yet to be filled. Council member Fravel moved that those citizens be appointed to the Commission for the terms noted. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

H. Appointments to Stephens City Tree Commission

Mayor Ewing advised that there needed to be appointments to the Tree Commission and presented the name of one member for consideration which would leave one vacancy on the commission. Vice Mayor Shull moved that Ann Grim be appointed to the Stephens City Tree Commission for a term to expire 11/30/2011. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

I. Appointment to Joint Land Use Committee

Mayor Ewing said this appointment was recommended by the Planning Commission. Council member Fravel moved that the Council appoint Martha Dilg to the Joint Land Use Committee. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

J. Presentation of FY 06-07 Audit – Donald Price

Mayor Ewing announced that Mr. Price completed the FY 06-07 audit and would present it to Council with brief explanation. Mr. Price went through the report with the Council in detail.

Council member Harter moved that the Town Council accept the FY 06-07 Audit as presented. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Council member Harter recommended re-appointment of Donald Price, CPA to conduct the 2007-2008 Audit. The Town Manager said the current agreement was for a three year audit allowing for a mutually agreed upon one year extension. He said next year the town would have to advertise for audit services. The motion was passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Harter	-	Aye
Council member Grim	-	Absent
Council member Hollis	-	Absent

B. Water & Sewer Committee – Joy Shull, Chair

Vice Mayor Shull reported that committee action was reviewed on the 12th and there was nothing further to add to that report.

C. Public Works Committee – Mike Grim, Chair

Mr. Kehoe reminded everyone that trash collection was now on Wednesday.

D. Public Safety Committee – Ron Bowers, Chair

No report

PLANNER'S REPORT – Brian Henshaw

Mr. Henshaw called the members attention to letters distributed for their information. He said that one was a follow up letter regarding the concerns of the Stephens Run HOA on the conditions of vacant lots in the subdivision. He reported on what was discussed with the developer. Mr. Henshaw further advised that the CDBG Crooked Lane project had caused some complaints and they were working to address these concerns but the contractor were meeting required standards. He said that the town had met with the project grant administrator and the project was ahead of schedule and should be completed the end of July. He added that all infrastructure would be completed by July and the rehab for the houses should be beginning soon. He added that once sponsorship was received for the Habitat for Humanity houses, the project would proceed quickly.

TOWN MANAGER'S REPORT – Mike Kehoe

1. Mr. Kehoe said there were several projects ongoing. He advised that the Stephens Court water/sewer project was scheduled to begin immediately.

2. He reported that E.R. Neff Excavating Co. made repairs on an old two inch water line on Fairfax Street in front of the Handy Mart. He said that this line was in need of replacement. He

DRAFT

added that the same company completed the installation of a new valve on Bell Air Street that was long awaited. He said that this valve will help isolate the Main Street water lines into sections.

3. Mr. Kehoe said that bids on the next phase of the old school community center and museum, water proofing the foundation, will be received on the 7th of July.

4. He said continuing the 250th celebration; the Cruise In will incorporate the town's celebration into the activities as explained by Mr. Clem earlier. He added that on the 23rd of July, State Archaeologist Mike Barber will give a presentation on the prehistory of Virginia for the last 15,000 years up to the colonization of the Shenandoah Valley.

5. He said they were also working on something for the time capsule for the ceremony at the Cruise In.

6. Mr. Kehoe said the town would continue to have lectures each month throughout the year on the history surrounding Stephens City.

COUNCIL COMMENTS/CALENDAR

Mayor Ewing said that the committees would meet as regularly scheduled unless a meeting was not needed.

There being no further business, Councilman Harter moved to adjourn at 8:20 p.m. and the motion carried.

Ray E. Ewing, Mayor Ray Ewing

Dianne L. MacMillan, CMC, Town Clerk